Réf : EB21-531

Word 2019

Text management and formatting for professional documents

Aim

This course is intended for users able to create simple documents and who would like to optimise text input and editing, as well as exploit tabs and sophisticated formatting in order to give a professional appearance to their documents.
After taking this course, you will be able to finalise all your Word documents, giving them a professional touch.

Target audience	Level required	Estimated time **to complete the essential module**
Users who have mastered the essential commands and wish to move towards more advanced techniques.	The essential commands must be mastered in order to access Word's advanced techniques without difficulty.	4 h 34 (the video sequences last 7 minutes, on average)

Course content

▸ **The essential modules**

Word 2019 – Text management

MEDIAplus eLearning	This module offers interactive training consisting of 18 training videos, 18 exercises.

Improve text input and proofreading
- Line breaks
- Hyphenation
- Nonbreaking space or hyphen
- Inserting special characters
- Character spacing and position
- Finding text/formatting
- Replacing text/formatting
- Using the learning tools
- Checking spelling and grammar
- Managing a custom dictionary
- AutoCorrect settings
- Finding synonyms
- Searching and translating
- Statistics and document properties

Avoid repetitive typing
- Creating an AutoText
- Using an AutoText
- Managing AutoTexts
- The computer's date and time

Word 2019 – Formatting and printing

MEDIAplus eLearning	This module offers interactive training consisting of 19 training videos, 19 exercises.

Managing tabs and lists
- Setting a tab stop
- Tab stops with a leader line
- Managing tab stops
- Numbered and bulleted lists
- Customised bulleted lists
- Customised numbered lists
- List levels
- List styles
- Line breaks
- Hanging indents

Printing your documents
- Views and windows
- Inserting a document, a cover page or a blank page
- Page layout
- Zoom
- Printing
- Page breaks
- You need to know: Headers and footers
- Headers and footers
- Page numbering

Office 2019: use cases

Excel, Word or PowerPoint with an Office 365 subscription

Video	This module offers to view a video lasting 22 minutes.

- The Office suite with or without an Office 365 subscription: what are the differences?
- Creating and saving Office files in OneDrive, SharePoint Online or Teams
- Editing an Office file from OneDrive, SharePoint or Teams
- Sharing Office files with other contributors or people from outside your organisation
- Co-editing a file

▸ **Complementary material**

Word (2019 and Office 365 versions) – Reference book

Online book	This module includes digital course material.

www.eni-elearning.com

Word 2019 – Document creation basics

MEDIAplus eLearning

This module offers interactive training consisting of 28 training videos, 28 exercises and 5 additional resources.

www.eni-elearning.com